

Zoning Compliance Application

Franklin City Development

Planning & Zoning

9229 West Loomis Road, Franklin, Wisconsin 53132 / Phone: (414) 425-4024 Fax: (414) 427-7691

A Zoning Compliance Permit is required for the following prior to receiving a Certificate of Occupancy:

- Locating a business in any existing commercial building within the City of Franklin, including the Franklin Business and Industrial Parks.
- Expansion of an existing business within a building (i.e.: expanding to occupy an additional tenant space in a multi-tenant building).

Upon receipt of a complete Zoning Compliance application and appropriate fee, the Planning Department will review the application and you will be notified whether or not your application is approved within 10 business days.

Please print clearly.

Business Name: _____

Property Address: _____

Tax Key No.: _____ **Zoning District:** _____

Business Mailing Address: _____

Email _____

Business Applicant:

Name _____

Mailing Address _____

City _____ **State** _____ **Zip** _____

Phone _____ **Fax** _____

Email _____

Description of Business (be specific, attach additional sheets if necessary):

Number of Employees: _____ **Hours of Operation:** _____

If delivery or pick-up activities are associated with the business, describe types of vehicles and frequency: _____

Property Owner:

Name _____

Mailing Address _____

City _____ **State** _____ **Zip** _____

Phone _____ **Fax** _____

E-mail _____

Management Company (if different from Property Owner):

Name _____

Mailing Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____

E-mail _____

Required to be submitted with application and fee

Verification of ownership provided <OR>

Executed lease agreement attached

A Site Plan, drawn to scale, shall be provided showing the following:

1. Property lines and existing structures.
2. North arrow, property address and street name.
3. Parking lots, identifying number of stalls available and location of handicapped parking spaces.
4. Location of all ingress/egress points for the property.
5. Proposed modifications to landscaping.

Review fee of \$100.00 (Checks payable to: City of Franklin)

The undersigned hereby attests that the above information accurately describes the premises and proposed occupancy to the best of his/her knowledge. Zoning Compliance approval is based on information provided on this application and is subject to change based on further information, change in information, or new information regarding the particular use. The undersigned understands that completion of this form does not allow occupancy of the premises.

Signature of Applicant

Signature of Owner

Date

Date

DEPARTMENT USE ONLY

☐ APPROVED

☐ DENIED

Reviewer's Signature: _____

Date: _____ 4-digit SIC code: (if applicable) _____

Staff Comments / Conditions of Approval:

Copies to: Bldg Insp, Clerk's Office, District Alderman, Fire Dept, Police Dept, Community Development Director, CDA (if in Business Park), Applicant, Property Owner/Management Company